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Army Declass/Release Instructions On File
Declassification/Release Instructions on File

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DEPARTMENT OF THE ARMY
Office of the Assistant Chief of Staff, Intelligence
Washington 25, D. C.

24 December 1957

MEMORANDUM
NO. 3-57

REPRODUCTION OF INTELLIGENCE DOCUMENTS (U)

1. Purpose.

The purpose of this memorandum is twofold:

- a. Transmit Intelligence Advisory Committee Policy on Reproduction of Intelligence, 8 October 1957.
- b. Promulgate OACSI implementing instructions.

2. Application. The provisions of this memorandum apply to the reproduction of intelligence documents that are unclassified or classified no higher than SECRET. For reproduction of TOP SECRET intelligence documents, see paragraph 17, AR 380-5.

3. Policy.

- a. IAC Policy Statement on Reproduction of Intelligence Originated in Another IAC Agency.

"In order for the member agencies to discharge their responsibilities more effectively, and without intent to limit such broader authority or responsibility as any may now have under law or NSC directive, the Intelligence Advisory Committee is agreed:

(1) That each member agency, for purpose of central processing, may reproduce for itself, foreign intelligence and intelligence information originally issued by another.

(2) That such reproduction may be performed for another member agency if the intelligence or information was originally given general distribution to all IAC member agencies, or was otherwise made generally available to them.

(3) That intelligence or information which by reason of sensitivity bears special classifications or is for limited distribution, or which bears a special warning prohibiting reproduction, shall not be reproduced."

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b. Indiscriminate reproduction of documents by subordinate elements or individuals is not intended or authorized. Document reproduction within OACSI shall be performed in a manner consistent with the following general objectives and practices:

(1) Reproduction by a Division or Branch for own use. Reproduction is authorized to meet internal working requirements with discretionary limits and controls on the number of copies satisfactory to the Division Chief.

(2) Reproduction by a Division or Branch for Another or Outside OACSI Agency. Reproduction for such purposes is unauthorized. Refer requirement to Intelligence Document Branch, Collection Division.

(3) General OACSI Reproduction. The Intelligence Document Branch, Collection Division, is charged with servicing reproduction requests of divisions and branches and other members of the IAC. This service will be limited by the reproduction capability of the Publications and Service Branch, Administrative Division.

(4) Ban on Reproduction.

(a) Excluded classifications: Excepted is the reproduction of documents not given general distribution, or which are subject to extraordinary security limitations (for example, Restricted Data Under the Atomic Energy Act, ELINT, Special Intelligence).

(b) Excluded classes of documents:

Department of the Air Force - None.

Department of the Army - None.

Department of the Navy - None.

Department of State - Intelligence Reports published by Department's Intelligence Area which bear either or both a restrictive distribution or access indicator which do not show (on the face thereof) distribution to all IAC Agencies may not be reproduced by a recipient agency without specific approval of the Department of State.

United States Information Agency - None.

Central Intelligence Agency - Information memoranda.
Limited dissemination of TD's, Clandestine Service
Counterintelligence (CSCI).

4. Procedure.

a. Requests for reproduction within the scope of paragraph 3b(3) will be submitted to Chief, Intelligence Document Branch, utilizing DD Form 1142.

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Inter-Agency Document Request. The number of copies desired and the justification of the request will be stated in the space "Reference/Remarks". Justification will include the statement "library or inter-library loan will not satisfy the need".

b. Requests will be fulfilled by one of two means:

(1) Procurement of additional retention copy(ies) from the originating agency.

(2) Reproduction by the Publications and Service Branch, Administrative Division.

c. In the event requests cannot be fulfilled in the quantity or within the time required, the Chief, Intelligence Document Branch will notify the requestor of the limiting conditions. Requests will be satisfied whenever it is physically possible to do so.

d. Documents reproduced for the retention of another IAC agency shall be released through interlibrary channels. The Intelligence Document Branch will maintain appropriate records of such releases.

FOR THE ASSISTANT CHIEF OF STAFF, INTELLIGENCE:



C. J. LETZELTER
Colonel, GS
Executive

DISTRIBUTION:

ADMIN "A"

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Approved For Release 2001/11/23 : CIA-RDP80T01087A000900120013-8

MEMO ROUTING SLIP

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3		NECESSARY ACTION
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REMARKS

Attached is the Army-ACSI implementing memo for the IAC Policy Statement on Reproduction, for your information and file.

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FROM NAME OR TITLE

Parmely C. Daniels, Army Member, AHIP

DATE
DEC 30 1957

ORGANIZATION AND LOCATION

Army-ACSI, Rm. 2D-470A, Pentagon

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